

## Finance and Administration

### DESCRIPTION OF MAJOR SERVICES

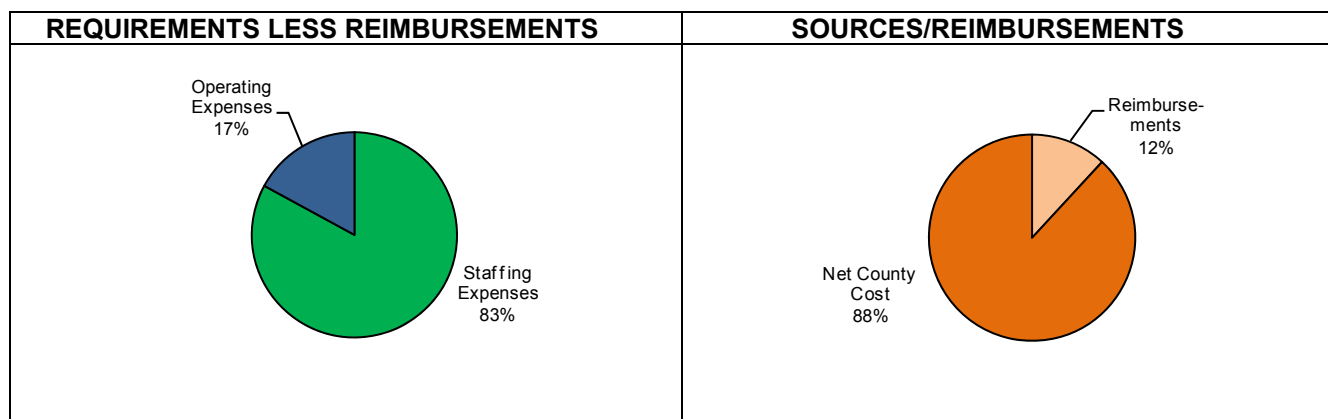
The Finance and Administration budget unit was created in 2011-12 to centralize financial management and oversight. In alignment with priorities of the Board of Supervisors and the Chief Executive Officer, this section provides timely and accurate financial information, assists County departments in implementing best practices, and provides explanations, including alternative solutions, when best practices cannot be implemented.

#### Budget at a Glance

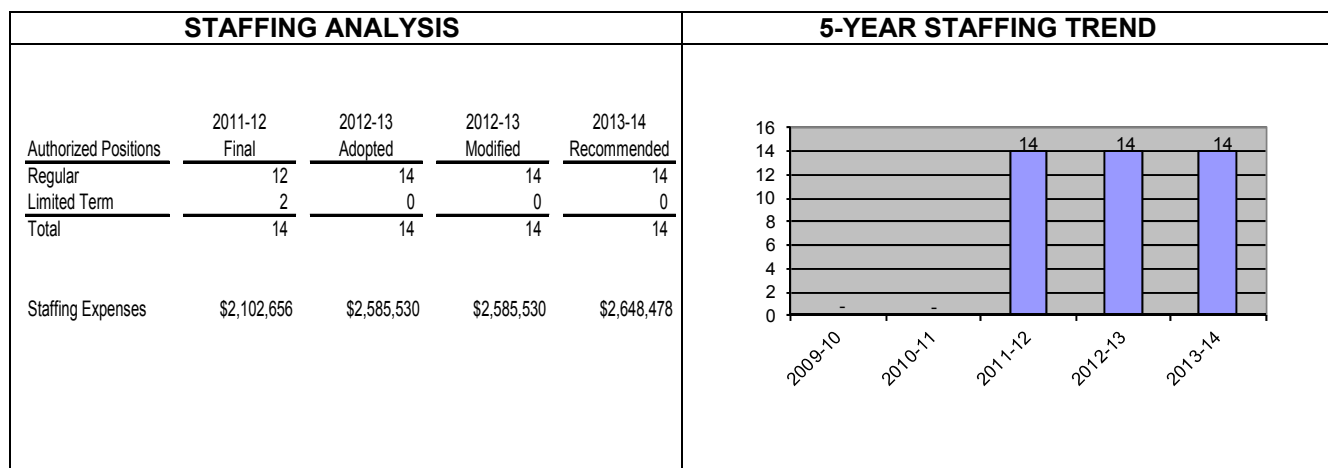
Total Requirements	\$2,814,749
Total Sources	\$0
Net County Cost	\$2,814,749
Total Staff	14
Funded by Net County Cost	88%

Finance and Administration is responsible for the preparation and administration of the County budget, including development of the five-year forecast and annual strategic plan; the administration and monitoring of the County general fund long-term debt portfolio, which includes both issuance and post-issuance activities; and oversight and administration of the County's capital improvement program.

### 2013-14 RECOMMENDED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2013-14 RECOMMENDED BUDGET

GROUP: Administration  
DEPARTMENT: Finance and Administration  
FUND: General

BUDGET UNIT: AAA FAB  
FUNCTION: General  
ACTIVITY: Finance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Estimate	2012-13 Modified Budget	2013-14 Recommended Budget	Change From 2012-13 Modified Budget
<b>Requirements</b>							
Staffing Expenses	0	0	2,095,407	2,191,172	2,585,530	2,648,478	62,948
Operating Expenses	0	0	222,862	305,747	416,814	545,218	128,404
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	0	0	2,318,269	2,496,919	3,002,344	3,193,696	191,352
Reimbursements	0	0	(369,985)	(361,858)	(361,858)	(378,947)	(17,089)
Total Appropriation	0	0	1,948,284	2,135,061	2,640,486	2,814,749	174,263
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	0	0	1,948,284	2,135,061	2,640,486	2,814,749	174,263
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0	0
Total Revenue	0	0	0	0	0	0	0
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	0	0	0	0	0	0	0
Net County Cost	0	0	1,948,284	2,135,061	2,640,486	2,814,749	174,263
Budgeted Staffing					14	14	0

## MAJOR EXPENDITURES AND REVENUE IN 2013-14 RECOMMENDED BUDGET

Staffing expenses of \$2.6 million fund 14 budgeted regular positions. The majority of reimbursements are from Health Administration, County Fire, and Special Districts for administrative oversight.

## BUDGET CHANGES AND OPERATIONAL IMPACT

In 2013-14, requirements are increasing by \$174,263 primarily due to Application Development Maintenance and Support costs now being budgeted directly in the Department, along with increased retirement costs.

## STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.6 million fund 14 budgeted regular positions. Total budgeted staffing includes no change compared to the 2012-13 modified budget.

## 2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Finance and Administration	14	0	14	12	2	0	14
Total	14	0	14	12	2	0	14

### Finance and Administration

#### Classification

- 1 Assistant Executive Officer-Finance and Administration
- 1 County Chief Financial Officer
- 2 Deputy Executive Officer
- 2 Principal Administrative Analyst
- 6 Administrative Analyst III
- 2 Executive Secretary III-Classified
- 14 Total

